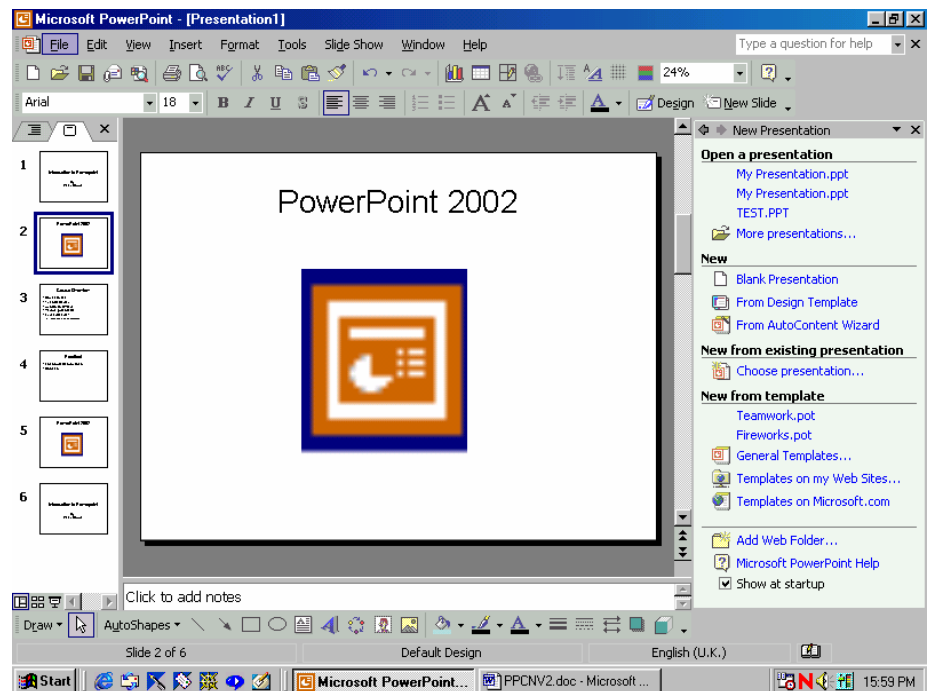


Introduction to PowerPoint



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Acknowledgement: This document is based upon the University of Glasgow Computing Service User Note UN 529/1. Updated on 20 November 2002 for PowerPoint 2002 (MS Office XP).

Introduction

PowerPoint is a program for creating and delivering presentations. It is part of the Microsoft Office suite and is available in virtually identical versions for Windows and the Macintosh. A presentation can take the form of a PC-based slide show (typically using an overhead projector and a video tablet), an automatic presentation on an unattended PC, overhead projector slides or simple printed handouts. Obviously, to produce slides or handouts a printer is required.

PowerPoint also provides the ability to incorporate pictures, diagrams or other graphics within a presentation to make it visually more interesting. MS Graph, included with PowerPoint, is a data presentation program which is also used by MS Excel and can import and edit data (both as tables or charts) in PowerPoint.

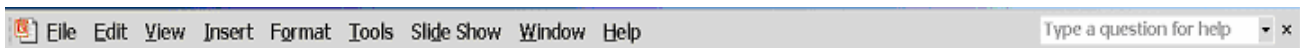
Everything in PowerPoint can be done in a number of different ways. In this document, for the more commonly used features, all the methods of carrying out a command are given, i.e. using a menu, using a button and using the keyboard. For some more advanced topics, only the best or easiest method is given.

The current version of PowerPoint on Macintosh PCs (OS 9 or X) is PowerPoint 2001 and on IBM PCs is PowerPoint 2002 (part of MS Office XP).

When you start PowerPoint you will see ...

The PowerPoint screen

Menu Bar Contains the drop-down menus (which may be customised)



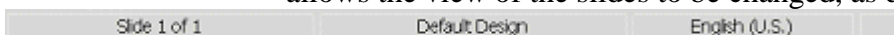
Standard Toolbar Contains the buttons for common commands, which can be invoked by clicking on them once with the mouse. If the pointer is placed over one of these buttons, a yellow Screen Tip will appear describing the button



Formatting Toolbar are used to change the appearance of presentation text, and to apply effects such as bold and italic.



Status Bar The last line at the bottom of the screen, displays the current view or the slide number, and also offers further text buttons. The line above the Status Bar allows the view of the slides to be changed, as described later.



Drawing Tool Bar Contains various drawing objects (e.g. line, autoshapes, fill effects, word-art effects, etc). New extra buttons are Organisation chart, ClipArt and Picture.



Display Tool Bar Contains various display modes. Slide & Outline are combined as Normal.



There is no Notes view with PowerPoint 2002 on this Toolbar.

Initially the Standard and Formatting Toolbars are combined into one Toolbar to save space.

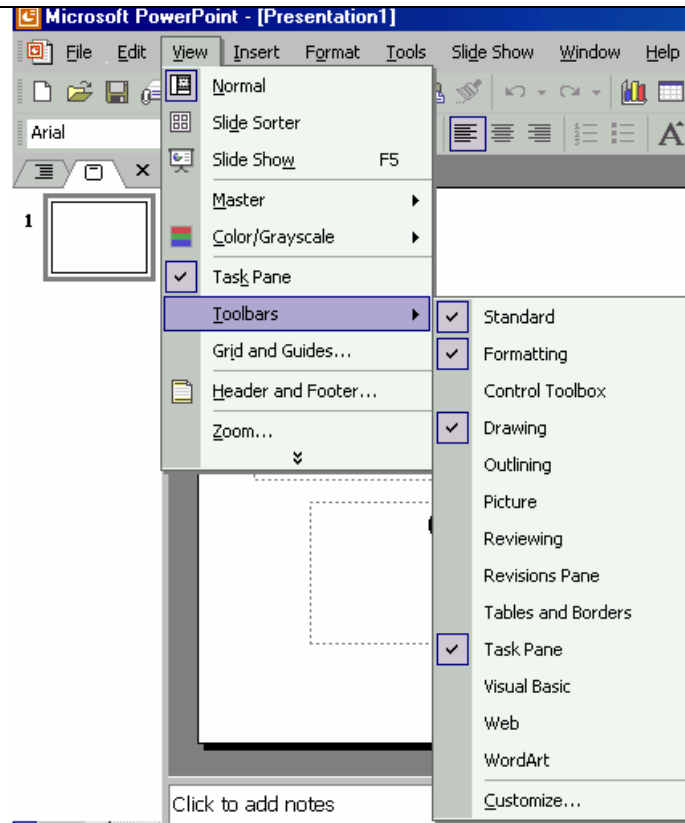
Note: If any of the tool bars are not visible you can display them using

View>Toolbars>
(select from list)


Using the same method tool bars could be hidden

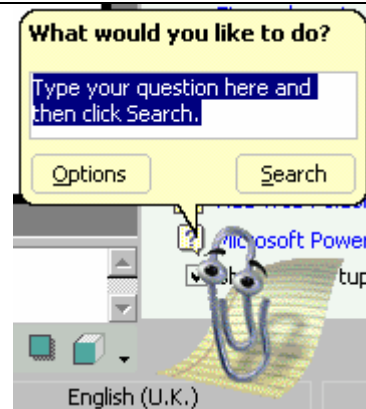
You can customize Toolbars, as well as Menus. For the new user, it is easier to work with Standard fixed menus and two separate Standard and Formatting Toolbars

Note, that the Task Pane is a new feature of MS Office XP, which replaces and extends dialog boxes.

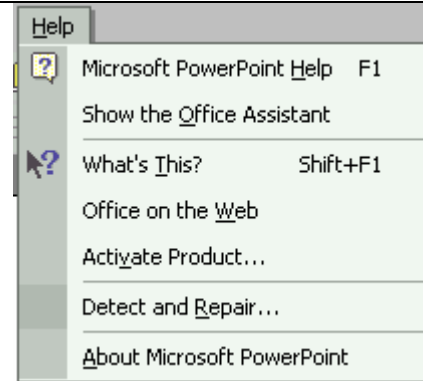


Getting Help

The help button  can also be used at any item. A “Help Wizard” opens allowing you to type in your query. The wizard then matches your question with existing help topics. Please note that Help Appearance depends on whether the Office Assistant (a.k.a ‘Clippit’) is shown or hidden.



At any time when working with PowerPoint you can obtain help, or even a demonstration of a particular function. For detailed help, select **Help>Microsoft PowerPoint Help**
Balloon help is also available in PowerPoint allowing you to get instant information on any item in PowerPoint screen. To use Balloon help, select **Help>What's This?**



Using the keyboard, menus and buttons

Commands in PowerPoint can be invoked from the keyboard, the menus and the toolbars

PowerPoint Terminology

- Presentation** This is the name of a file containing a series of slides, usually on the same topic or subject.
- Slide** Each presentation is made up of a series of slides, which can contain text and graphics.
- ClipArt** The name given to stored pictures or cartoons which can be used to add interest to your presentation. They can also be used as the slide background by changing the Slide Master.
- Object** These are items such as ClipArt or drawings. They can be moved, sized and re-sized.
- Template** The name given to the style of the presentation, controlling the colour scheme, the format of text and bullet points. The template controls how the whole presentation looks.
- Slide Master** Each template has slide masters which control the way each slide will look. The slide master can be changed to suit your particular requirements, e.g. to amend the size and font used for the slide title, to amend the style of bullet used, etc. You can also add the date, time, page number and text such as your own name or department, and each of these entries will appear automatically on every slide.

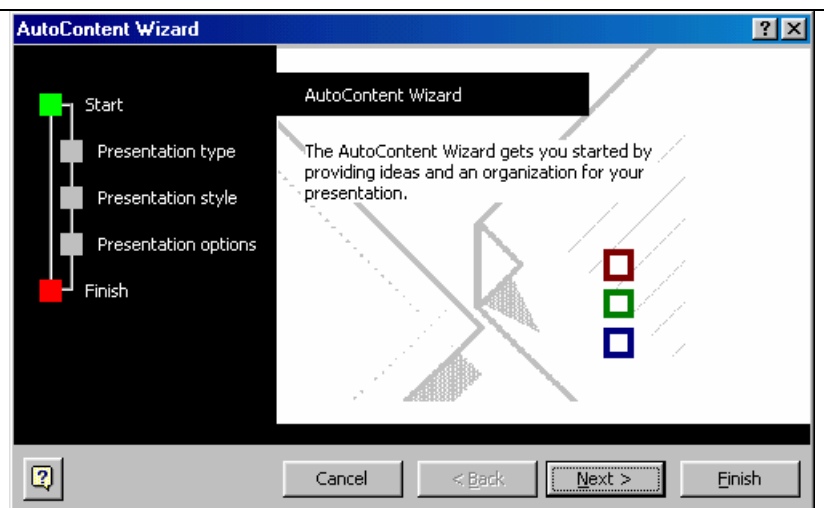
Typical steps in creating a presentation (using Presentation Wizard)

This will serve, as example of how to use Power Point quickly, especially if you have difficulty getting started. The AutoContent Wizard has several example presentations, which can be tailored to your requirements. During this presentation, various features of Power Point will highlighted and explored further later on in these notes.

- Start PowerPoint.
- Go to the New Presentation Task Pane on the Right Hand Side. (A new XP Office feature.)
- This Task Pane replaces the old dialog box and is full of useful links. Look for the New section.

- Choose the AutoContent Wizard and select the type of presentation you wish to create. If none of the topics matches your specific requirement, pick the one that is nearest and PowerPoint will make up a series of slides containing suggested topics.

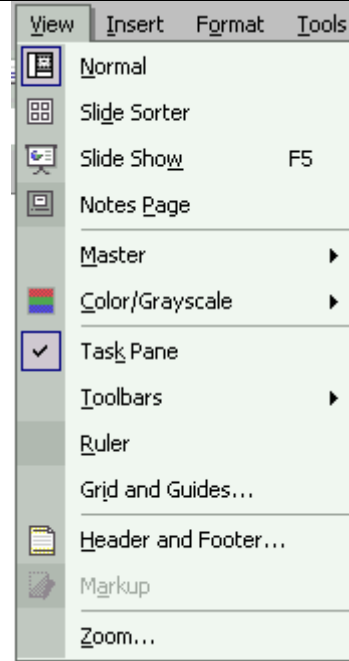
- The slides will be displayed in Outline View. You can change the text, and the order of the slides if necessary, as well as delete slides and add new ones.



- You can toggle between views using the View menu
- Or by clicking on the view tool bar



- You can switch between Outline and Slide view within the Normal view by clicking the appropriate tabbed icon. See the figure below diagonally right.



When you are sure that all the text is correct, change to Slide View and check the general colour scheme and layout of the presentation. If they are not to your liking, apply a new design template using the either the Design button on the Formatting Toolbar or Default Design on the Status bar to display the Slide Design – Design Templates Task Pane on the right hand side. You can also add any ClipArt or drawings you require.

You can see the effect of your new template in the Slide View pane on the left hand side of the central slide. A vertical column of slide miniatures with the new design.



- If you want to change the style of the slide title, bullet points etc or to apply a background, the date, time or any other information to all the slides, it is best do so on the Slide Master. These items can also be changed for individual slides.
- Change to Slide Sorter view to get an overview of how the whole presentation is looking, or use Slide Show view to see the whole presentation on screen. The presentation would be printed at this stage if it was being created for overhead projector slides. To view Slide Master select ***View>Master>Slide Master***
- If the presentation is being given on a computer, apply transition effects in Slide Sorter view which will control how each slide leads into the next, and how the (animated) bullet points will be displayed. If the presentation is going to run unattended, apply timings to the slides.



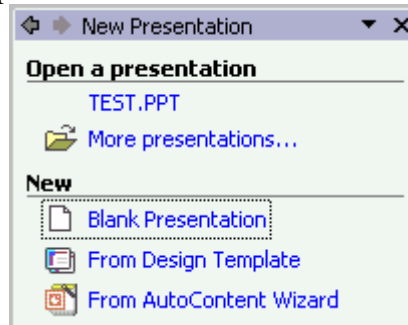
Using the AutoContent Wizard

Exercise 1

Follow the steps below to use the AutoContent Wizard to create a training presentation on Microsoft PowerPoint. Enter your own name and your department/organisation at step 5

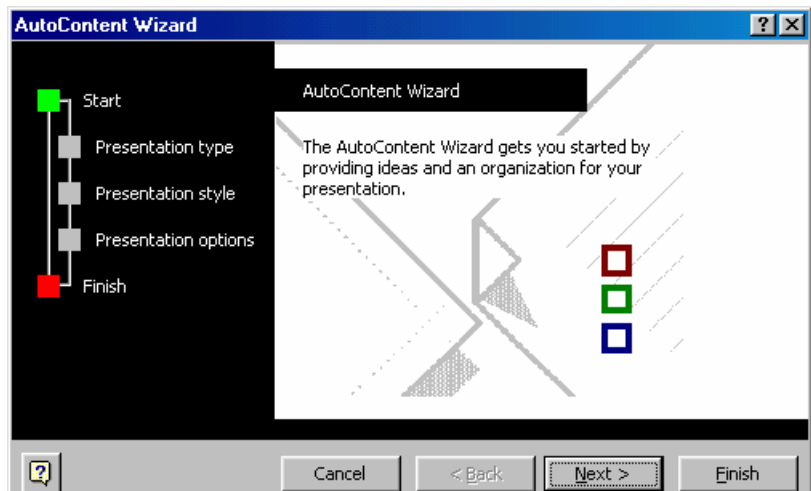
This is the easiest way to create a new presentation.

- Step 1. In the New Presentation Task Pane (on the RHS), click the From AutoContent Wizard item and then click OK.



- Step 2. Read the contents

Click Next



- Step 3. Select the type of presentation from the list. Note that each will display a number of headings. Select the heading that best matches the type of presentation you require.

(Communicating Bad News or Company Meeting has been selected as an example)

Click Next



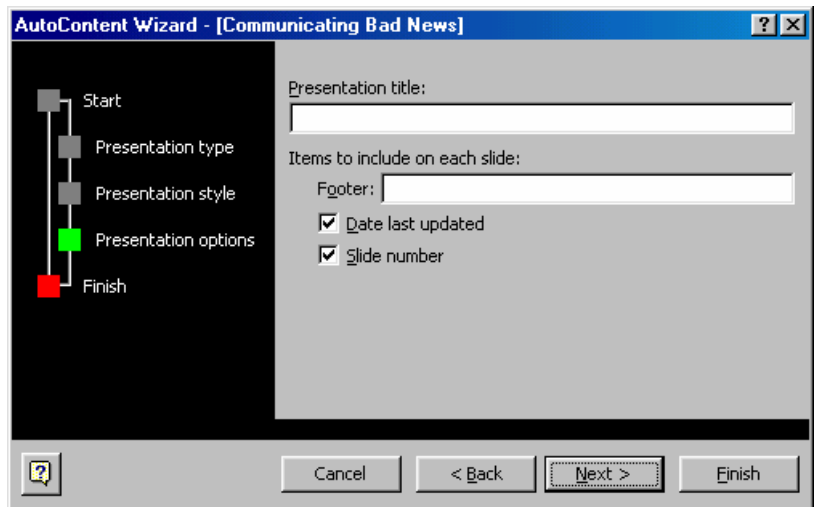
- Step 4
Select the presentation style

Click Next



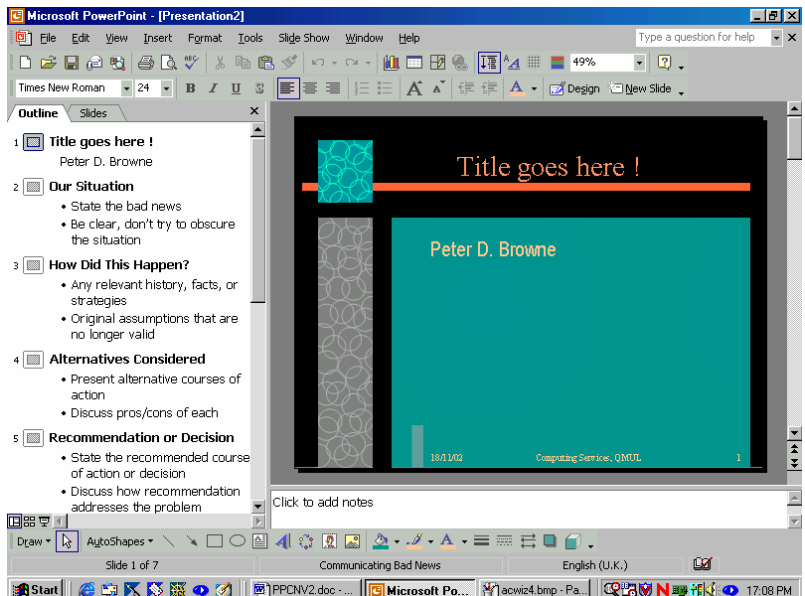
- Step 5.
Enter the information for your title slide

Click Next



- Step 6.
Click Finish

The completed presentation will be displayed in Page Layout View



If you want to create your own presentation, then you can use the information that follows to help you make use of PowerPoint's features. Alternatively, you may prefer to create the presentation outlined in the exercises (in grey boxes) which are interspersed with the features descriptions.

Using Views

Exercise 2

Try the different views of your presentation

PowerPoint provides different views of your slides; each is applicable to particular task. A view can be selected by clicking the appropriate button on the status bar at the bottom of the screen: or by selecting the required option from the View menu. The views available are:



Slide View

This displays each slide separately. Text can be added, as can graphics, pictures or ClipArt.



Outline View

Shows the text in outline: multiple slides are displayed on screen without any graphics or ClipArt. This is the quickest view to amend the text of your slides, as well as to add additional slides.



Slide Sorter View

This displays small numbered miniatures (called *thumbnails*) of each slide to see what the overall presentation is going to look like. It also allows the slides to be re-ordered and provides a special formatting toolbar to change the way each slide will display and lead into the next slide.



Notes Page View

This is normally used when the presentation is going to be printed, i.e. to add speaker's notes. No button as located under the slide itself.









Slide Show View

This displays each slide one by one, filling the whole screen, to let you see how the presentation would look to your audience.

Overview of a scratch PowerPoint Presentation

The rest of the notes deal with creating a PowerPoint presentation from scratch. (However, you would like to work with a template or coloured background, instead of with a default slide format in black and white, which is fine.)

Initially, you will create a small collection of slides, such as

Bulleted text	
Clip Art	
A Chart	
An Organization Chart	
A Picture	
A Spreadsheet	

A template or coloured background will be added to collection, if not already done so to enhance the appearance. Slide Masters will be used to modify the 'look' of the slides. Text editing and drawing features, mentioned in the Bulleted section, may be applied here.

The more complex features such as Transitions and Animations will applied to the presentation. Other features in notes will be mentioned, time permitting.

Creating a New Slide

With PowerPoint 2002, each new idea needs to be placed on a new slide.

There are several ways:

- On the **Formatting** toolbar, click on the **New Slide** button.
- With the insertion point in the **Outline** or **Slides** tab, press Enter.
- From the **I**nsert Menu, select **N**ew Slide.
- From the keyboard, hold down Ctrl+M
- Within the **Slide Layout** task pane, point a layout, click on the arrow, and then click on **Insert New Slide**.

If you do not do this, you may find that PowerPoint tries to superimpose a new slide layout on top of your existing one. This is fine, if that is what you want to do.

Bulleted Text Slide

This is most common type of slide in a presentation.

Procedure:

- Create a new slide. (See the previous section.)
- Go to the **Slide Layout** task pane.
- Locate **Text Layouts** and then the slide in the second row and first column. (This is the default slide with a blue border.)
- Note, that the slide has three areas:- the Title, Bullets and the Background.
- Click on the **Title** placeholder and add a Title, e.g. My Bullets
- Click on the **Bulleted text** placeholder and add your points, e.g. Use the slide example(s) in the notes or invent your own slide(s). More details later.

Clip Art Slide

This slide incorporates Clip Art into your slide.

Procedure:

- Create a new slide.
- Go to the **Slide Layout** task pane.
- Locate **Content Layouts** and then the slide in the second row and first column.
- Click on the **Title** placeholder and add a Title, e.g. My Clip Art
- Locate the **Clip Art** button within the Content placeholder, (which in the top row and last column) and click on it. (Aside. Use the Screen Tips to help you.)
- Either scroll up and down to look for a suitable picture **or** use the Search area and type a keyword, e.g. buildings. Click to select your picture. More details later.

Graph Slide

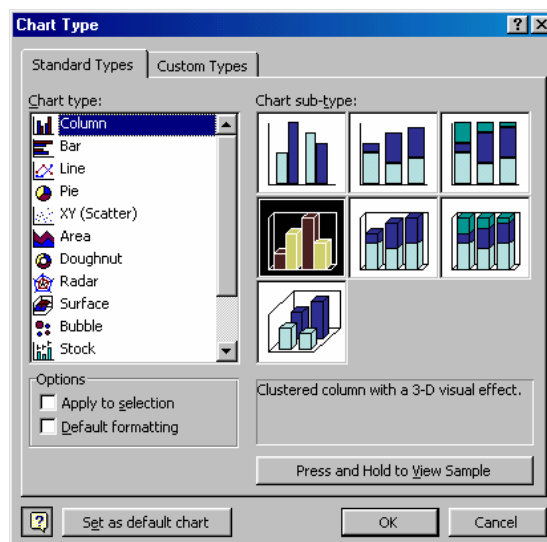
This incorporates a Chart into your slide.

Procedure:

- Create a new slide.
- Go to the **Slide Layout** task pane.
- Locate **Content Layouts** and then the slide in the second row and first column.
- Click on the **Title** placeholder and add a Title, e.g. My Chart
- Locate the **Chart** button within the Content placeholder, (which in the top row and middle column) and click on it.
- A Clustered column chart with a 3-D visual effect and a mini spreadsheet are displayed.

Note, the Chart is *dynamic*, i.e. Changes to the data spreadsheet are reflected in the chart.

The type of Chart can be changed. Do this by right clicking on the chart and choosing **Chart Type...**

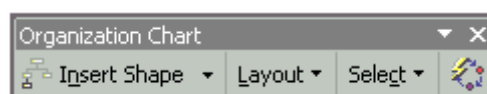


Organization Slide

This incorporates Organization hierarchical structure into your slide.

Procedure:

- Create a new slide.
- Go to the **Slide Layout** task pane.
- Locate **Content Layouts** and then the slide in the second row and first column.
- Click on the **Title** placeholder and add a Title, e.g. My Organisation
- Locate the **Diagram or Organization** button within the Content placeholder, (which in the bottom row and middle column) and click on it.
- From the Diagram Gallery, select the Organization Chart.
- Use the Organization Chart Toolbar to modify the chart. Use the Help system for information.

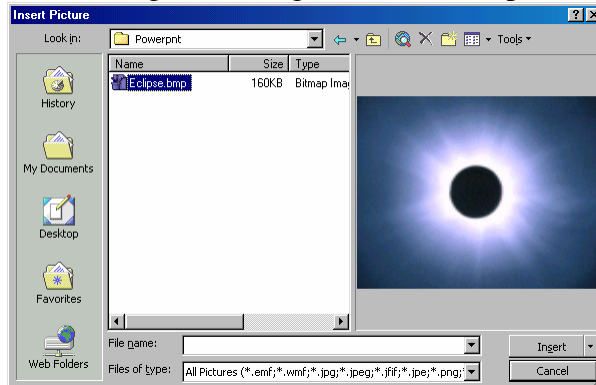


Picture Slide

This slide incorporates a picture into your slide.

Procedure:

- Create a new slide.
- Go to the **Slide Layout** task pane.
- Locate **Content Layouts** and then the slide in the second row and first column.
- Click on the **Title** placeholder and add a Title, e.g. My Picture
- Locate the **Picture** button within the Content placeholder, (which in the bottom row and first column) and click on it.
- Within the Insert Picture Dialog box, navigate to H:\Powerpnt\Eclipse.bmp .

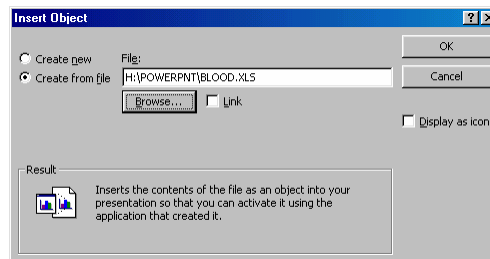


Spreadsheet into a slide

In PowerPoint 2002, inserting a Spreadsheet into a slide is different from previous versions of Office, as the **Object** Layout is NOT available on the Slide Layout Task Pane. Use Menus instead.

Procedure:

- Create a new slide.
- From the **I**nsert menu, select **O**bject...



- Select the **Create from file** option or radio button
- Use the **Browse...** button to navigate to the H:\ Powerpnt\Blood.xls. Click on OK.
- Note. The resultant spreadsheet is rather small. You need to select then enlarge it.
- Either from the **F**ormat Menu, select **O**bject...
or **r**ight click on the object and from the context menu select **F**ormat Object...
- Within the Format Object dialog box, click on the **S**ize tab.
- Change the **H**eight and **W**idth to **300%** and press the OK button.

The collection of slides is now complete. Please save your work.

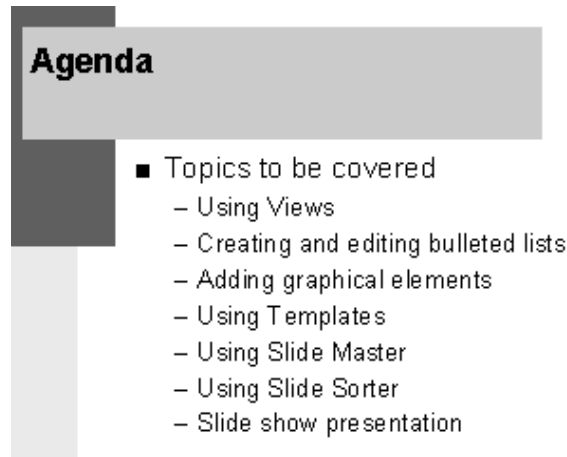
The notes now return to Bulleted Lists and Clip Art for a more detailed look.

Creating and Editing Bulleted Lists

Exercise 3

Follow the steps below to modify the Agenda slide so that the text appears more or less as follows:

Most slides consist of a series of bullet points. To make the presentation as effective as possible:

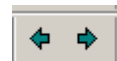


- Use few words per point (some say seven or less).
- Use few points per slide (some say five is ample).
- Summarise key points

Adding Sub-Points

To add sub-points to a bulleted list (which can go down to four indent levels below the main text)

- Press Tab to demote text (i.e. move it down a level of indent).
- Press Shift and Tab to promote text (i.e. move it up a level of indent).



Alternatively, you can use the Promote (Indent Less) and Demote (Indent More) buttons

Changing the Type of Bullets

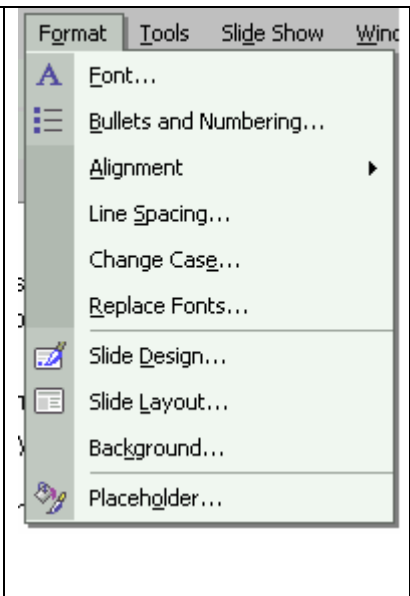
PowerPoint will normally use a default bullet, e.g. ●, depending on the type of presentation selected with the AutoContent Wizard. To change the type of bullet used,

- i) select the required text then
- ii) from the **Format** menu select **Bullet and Numbering...**

Fonts such as Symbol, Monotype Sorts and Wingdings offer a range of different bullets.

Select a font from the **F**ont menu and pick a bullet.

Note that if you want to change the type of bullets used for the whole presentation it is best to do this on the Slide Master, as mentioned earlier and described later.



Fonts such as Symbol, Monotype Sorts and Wingdings offer a range of different bullets.

Select a font from the font menu and pick a bullet.

Note that if you want to change the type of bullets used for the whole presentation it is best to do this on the Slide Master, as described earlier.

Exercise 4


Change the sub-topic bullets to a style of your choice

Changing the Order of a Bulleted List

Exercise 5

Follow the steps below to arrange the topics on the Agenda slide so that they are in alphabetical order


You may find it easiest to do this in Outline View (although it can also be done in Slide View).

- i) Position the pointer on the bullet point of the required text. The pointer changes into 
- ii) Drag up or down as required - a horizontal line will appear. Position this line where you want the text re-located, then release the mouse button.

Note that the above method can also be used to move the order of slides while in Outline view. Click and drag on the slide icon instead of the bullet point and drag the slide to the new position.

Editing Text

Editing text is very similar doing it in Word. The easiest view for editing text is Outline View, which allows you to:

Insert text by clicking with the I-Beam, , where the inserted text is to appear, and then start typing.

Delete text to the left of the insertion point by pressing the Backspace key (click after the character to be deleted). The Delete key can be used to delete text to the right of the insertion point (click before the character to be deleted). A word can be deleted by double-clicking on it then pressing Delete.

The Page Up and Page Down keys can be used to move between slides, as can the vertical scroll bar on the right of the window.

Using the Outline View Toolbar



The following options can be accessed using the Outline View toolbar:

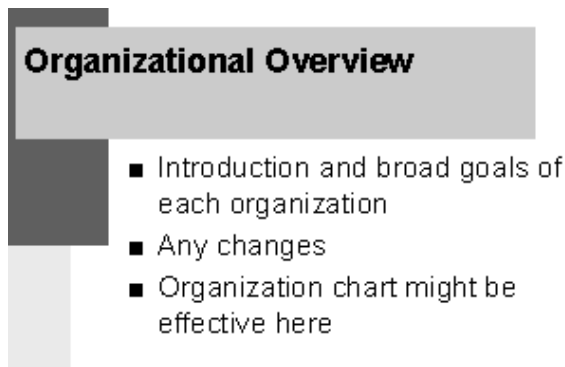
	Promote	Move a bulleted point(s) up a level
	Demote	Move a bulleted point(s) down a level
	Move up	Move up a bulleted point(s) of the selected slide(s)
	Move down	Move down a bulleted point(s) of the selected slide(s)
	Collapse Selection	shows only the title of the selected slide(s)
	Expand Selection	shows all the text on the selected slide(s)
	Show Titles	displays only the titles of your slides
	Show All	displays all the text on your slides
	Summary Slide	a slide comprising of all the titles
	Show Formatting	lets you look at or hide the text formatting

Adding Text to a Slide

This section deals with adding text to a slide, usually as a description of a topic or object (as opposed to bullet points, described on page 11). It is a good idea to work in Slide View so that you can check that you do not run out of space.

Exercise 6


- i) Switch to Slide View
- ii) Insert a New Slide (if necessary)
- iii) Replace the bullet points on the overview slide as follows:
- iv) Follow the steps below to add the text and the border at the top of the slide



Adding Text

Text, which is added to a slide, will not word-wrap (as it would when entered as a bullet point) unless PowerPoint is instructed to do so.

Select Slide View

- To add text which does not need to be word-wrapped, select the Text  Tool, click on the slide and type the text.
- To add text which does need to be word-wrapped, select the Text Tool, drag with the mouse to form a box, and type the text into this box. Note that the box only needs to be as wide as you require - the depth of the box is irrelevant as it will expand as necessary.
- To edit text, click in the required position and edit. Text can also be moved in a text box by selecting it first, then dragging it to the new location.
- To move a text box, click on it so that a border surrounds the text, then drag to the new location.
- To re-size a text box, click on it so that a border surrounds it, then click on the border. Size handles will appear which can be dragged to re-size the box.

Selecting Text

Before text can be formatted, it has to be selected. This can be carried out in the following ways:

In Slide View To select all the text in a text box, click on the text till a border appears, then click on the border till re-size handles appear, which means that all the text is now selected. To select some text, position the mouse pointer as an I-Beam at the start of the text and drag to the end of the required text.

In Outline View Select the text by clicking and dragging with the mouse pointer as an I-Beam at the start of the text and drag to the end of the required text. To select a range of text, click at the start point and Shift click at the end point. To select a word, double-click. Select a sentence using Ctrl + click. Select a paragraph using triple click.

Formatting Text

The following buttons and drop-down lists can be used to format selected text, or text which is about to be typed.

Changing the Font and Font Size



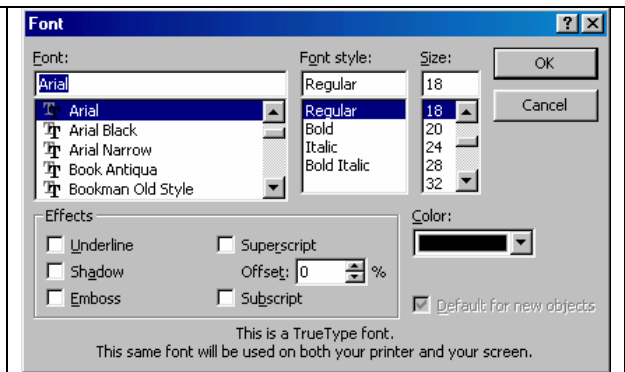
The Font and Font Size drop-down lists can be used to change the font in use and the size of the font in use. Note that a font size any smaller than 18 point will be difficult for an audience to read.

Changing Effects and Alignment

The following buttons can be used to change the effects or the alignment of text:



Effects and fonts can also be applied by selecting **Font** from the **Format** menu. The following dialog box will appear:



You have to be in Slide View for the Shadow and Emboss options to become available - they are not applicable in Outline View. Note also that they are mutually exclusive - you can only have one of them selected.

Changing Case

The case of text can be altered by selecting it then using Shift F3, which will switch between lower case, Initial Capitals and ALL CAPITALS. Alternatively, text can be selected then **Change Case** chosen from the **Format** menu.

Changing Alignment

The alignment of text can be changed by selecting it then using the Left Align or Right Align buttons. Alternatively, the text can be selected then **Alignment** can be chosen from the **Format** menu. This offers the choices of Left, Centre, Right and Justify.

Exercise 7

- i) Format the bordered text as 25 pt Arial Italic
- ii) Italicise and embolden the added text.

Using Drawing Tools

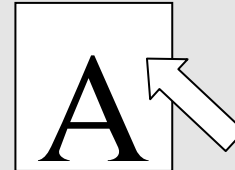
Drawing Tools can be used to add shapes such as squares, rectangles, circles etc to your slide. If art and design are not your strong points, it is better to stick to simple shapes otherwise your slides can end up looking rather unprofessional. They are useful, however, for items such as floor plans or quotes, or to draw arrows linking one object with another.

Exercise 8

Replace the text on the Agenda slide with text shown and then use the techniques below to add the graphic:

The graphic consists of a 60 point Times letter A, a rectangle and a rotated **Autoshape Block Arrow** filled white and stacked on top of the letter and rectangle.

To draw the rectangle and the arrow follow the instructions below for using the **Autoshape** command.



The Drawing Toolbar

This appears when you are in Slide View and is shown below

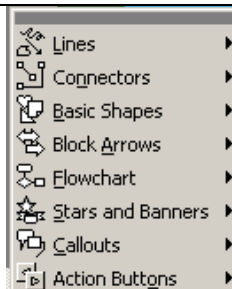
Again, moving the mouse pointer to each button indicates what it can be used for.



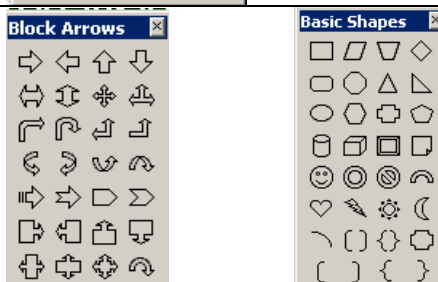
AutoShapes

Select the **AutoShapes** from the **Drawing** Toolbar at the bottom of the screen.

Note, that PowerPoint 2002 has an extra item at the end of the menu, namely, **More AutoShapes...** . These are items from the Clip Art library.



Shapes are grouped under different categories, eg **Lines, Basic Shapes, Block Arrows**, etc. Selecting a category displays the appropriate (floating) sub window



Click on the close box to close the floating toolbars.

Hints about Drawing

- Hold down the Shift key while dragging the mouse to create a square when using the rectangle tool, or to create a circle with the ellipse tool.
- Hold down the Shift key when drawing a line to create a straight horizontal or diagonal vertical line.
- Hold down the Shift key when drawing an arc to create a quarter circle.

- The Freeform tool allows you to draw freehand. Click where you start drawing for a filled shape; double click (or press Return or Esc) to end the drawing without it being filled in.

Selecting Objects

Objects such as drawings or ClipArt must be selected before carrying out actions on them.

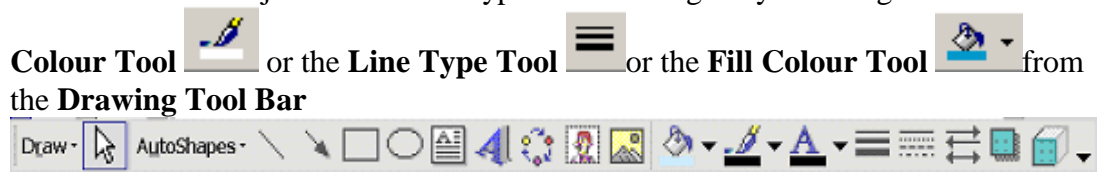
- To select a single object, click on it once. To deselect an object, press Shift and click on it once.
- To select multiple objects, click on the first one, then Shift click on each subsequent one. Another way of selecting multiple objects is to draw round them with the mouse.
- To select all objects, choose **Select All** from the Edit menu or from the keyboard, type Ctrl+A. To deselect all objects, choose the Selection Tool (the first one) or click where there are no objects.

Selected objects will have black 'handles' around them known as *sizing handles*.


Dealing with Selected Objects

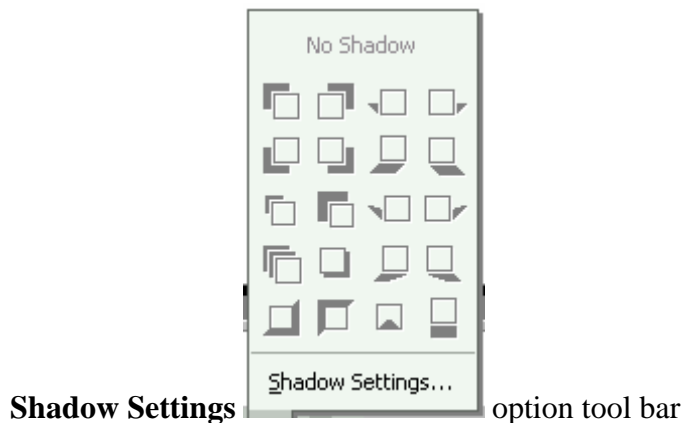
Once an object is selected (or multiple objects are selected), any of the following can be carried out.

- Delete Press the Delete key.
- Move Drag to the new location.
- Resize Click and drag on the re-size handle. Hold Shift while clicking and dragging to maintain the original proportions of the object.
- Flip or Rotate Select **Rotate/Flip** from the Draw menu, and then select the required option.
- Copy or Duplicate An object can be copied by holding the Ctrl key and dragging it to the new location, or by pressing Ctrl+D (for Duplicate). An object can be copied to another slide by selecting **C**opy from the Edit menu, moving to the slide where the object is to be placed (e.g. using the scroll bars), then selecting **P**aste from the Edit menu. Note that Ctrl+C can also be used for copy, and Ctrl+V for paste.
- Change Colour The colour of an object and the line type can be changed by selecting the **L**ine



- Apply Shadow

A shadow can be applied to an object by selecting **S**hadow  from the **Drawing Tool Bar**. The colour and offset of the shadow can also be controlled in the



Using ClipArt

PowerPoint is supplied with over 1,000 ClipArt pictures. These can be used to add pictures of a wide range of images which can be entered on your slides to add visual interest.

Working in Slide View is best for adding a ClipArt image.

i) Display the slide onto which you want to add an image.

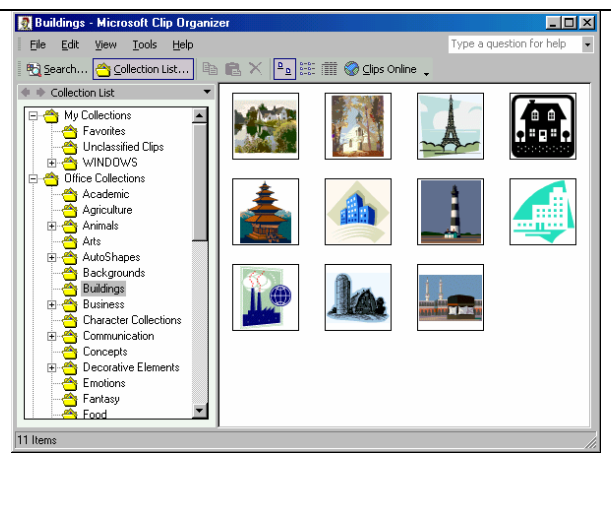
ii) Click the ClipArt button on the standard Toolbar or select

Insert > Picture > ClipArt...



iii) The Microsoft ClipArt Gallery will be displayed in the Insert Clip Art Task Pane. Alternatively, you can view the Microsoft Clip Organizer and from Office Collections, choose Buildings for example. If you know the category you want to choose from, select it at the top of the screen. If you want to look at all the entries, use the vertical scroll bar or press the Page Down key.

iv) Once you see the image you want, select it and enter it into the slide by double-clicking. You can then use the placeholders to drag the ClipArt to a new location, and/or to size it.



ClipArt must have been installed on the computer for the above to work. If this has not been done, the Setup program will require to be re-run. Note that it is also possible to add further images (e.g. from the MicroSoft Web site or a third-party supplier) - see on-line help for more details.

Exercise 9

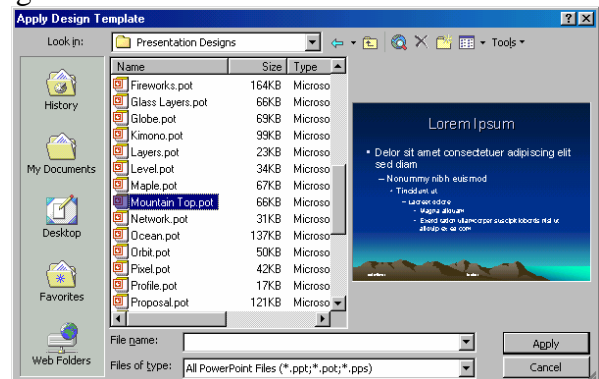
- i) Select **Insert > Picture > Clip Art...** from the menu bar or click on the **Clip Art** button on the **Standard** or **Drawing Toolbars**
- ii) Add a clip art, resize it and position it as you require.

Note that you can also insert Video and Voice clips in your presentation. To choose a sound or a video clip just click on the **Sound Tab** or **Video Tab** in the **Clip Art Gallery** and insert as a Clip Art.

Using Templates

PowerPoint has over 100 templates which have been professionally designed to give the best possible options for your presentation's appearance. Templates are grouped into categories which can be selected to suit the type of presentation you are preparing.

It is best to work in Slide View to apply a template. To apply a template, click on the Design button on the Formatting Toolbar. Click on the **Design templates** within the Slide Design task pane. Find the Templates folder in Microsoft Folder. Select an appropriate and suitable Template and click on Apply to apply the new design, e.g. Mountain Top. You can also save your own designed slide as a Template by using **Save As** in the **File** menu and selecting **Template** instead of the default **Presentation** File Type.



You cannot apply a template to an individual slide. Since a template has its own colour scheme, it can affect the colour of items such as drawing objects so it is a good idea to apply the template before doing a lot of work on your presentation. It is also a good idea to save the presentation before applying the template so that you can revert to the saved copy if necessary. Note, however, that you can re-apply the original template at any time, and that you can also change the template as often as you like until you get the outcome you require.

Exercise 10

- i) Save the presentation
- ii) Try changing the design lay out of your slide by selecting different templates


Using Slide Masters

The Slide Master controls the way the slide title, type of bullet point and the text of a slide are displayed. Generally, it is best place the Slide Master before the Title Slide. This is done by going into Slide Sorter view and placing the cursor *before* the first slide. Any of these can be changed (e.g. by italicising the title) and the change will apply to all following slides in the presentation. You can, however, change individual slides so that they do not follow the Slide Master.

To change the Slide Master, select

View > Master > Slide Master or

hold down the Shift key and click on the appropriate View button:

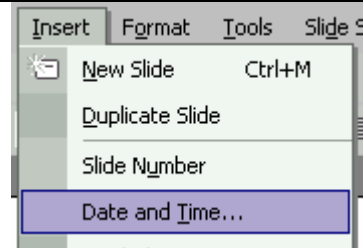
Shift +  click to display the Normal View Master.

Shift and the Notes View button will display the Notes Master (pre XP only) and Shift and the Slide Sorter button will display the Handouts Master. Make any changes you require to the slide, e.g. add an effect to the slide title or body text, change the type of bullet etc. You can also add ClipArt, e.g. the College logo (which will automatically be placed in the background).

Adding the date or slide number

To add the date or a page (slide) number to a master, it is best to be in Slide View. Make sure the Text Tool is selected, and then click where the date or number is to appear.

- To add the date, **Date and Time...** from the Insert menu
- To add the page number, choose **Slide Number** from the Insert menu



Exercise 11

Use the Slide Master to

- i) add the date and a slide number to each slide
- ii) Change the font of the slide titles to suit your taste

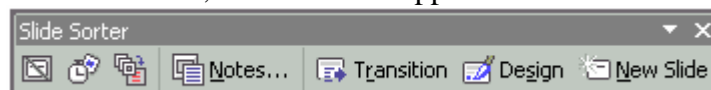
Using Slide Sorter View

Slide Sorter view is generally used towards the end of the process of creating a presentation. It displays miniatures of your slides on screen, and attempts to represent slides being displayed on an up lit table so that you can delete or re-order them. It also allows transition effects to be applied (controlling the way one slide leads in to another) and build effects to be created (controlling the way bullet points are built up on the slide).

NOTE Slides have to be selected before they can be moved, deleted or have build and transition effects applied to them

The Slide Sorter Toolbar

When you switch to Slide Sorter view, a new toolbar appears as follows:



The four buttons at the right of the toolbar allow a slide to be hidden (useful for keeping a slide in reserve in case you need it), timings to be rehearsed, summary slide(s) and formatting to be shown or hidden. If the formatting is shown, the full slide will appear in a colour miniature. If the formatting is hidden, only the title of the slide will be displayed and scrolling etc will be quicker.

Selecting Slides

To select a slide, click on it once so that a black border appears around it. To select multiple slides, hold Shift and click. To select all slides, hold down Ctrl+A.

Deleting Slides

To delete a slide or slides, select it (or them) then press Delete.

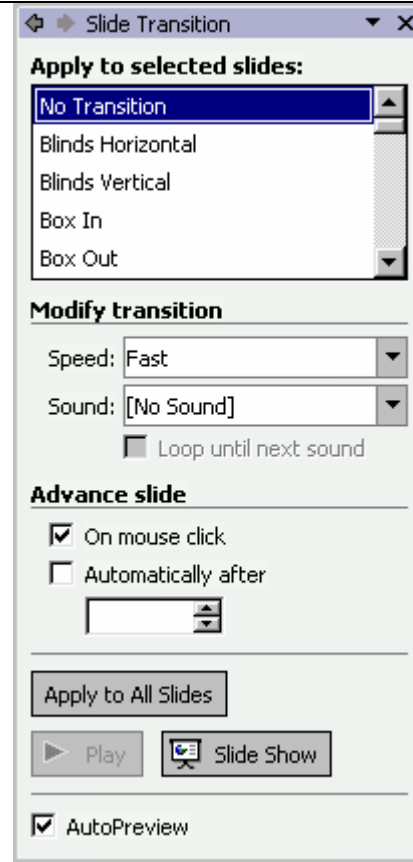
Changing the Order of Slides

Select the slide to be moved then drag it to the new location. Shift and click to select then move multiple slides.

Adding Transition Effects

Transition effects control how one slide leads into the next, with any of 45 different effects available, including a random transition where PowerPoint picks the method to be used.

The Slide Transition task pane allows the same effects to be applied as are available on the drop down list, but the button displays a dialog box where the speed of the transition can be controlled, as well as to control the timing for an automatic presentation



When the effect is selected from the drop-down list, the outcome will be shown on the dialog box, if the button has been used, or on the slide thumbnail if the button has not been used. The picture on the dialog box changes from a dog to a key to show the effect the chosen speed or effect will have on the slide.


A button will appear below the slide in Slide Sorter view to show that a transition effect has been applied. This button can be clicked on to review the effect.

Exercise 12

Add transition effects to your slides

Slide Timings

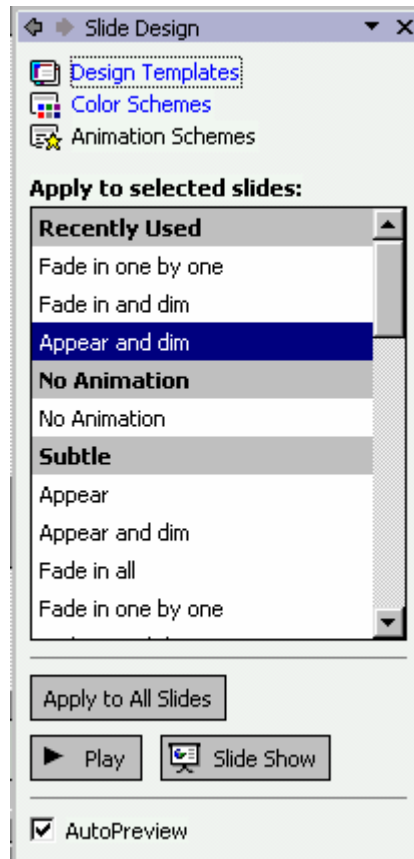
The **Automatically After** button on the Transition dialog box allows a number of seconds to be entered, i.e. for an unattended presentation. Review the timings carefully - too slow and the audience will be bored stiff, too fast and they will be lost.

Another way to apply timings to a slide is to click the Rehearse Timings button . The view will change to Slide Show, with a digital clock showing hours (a very unlikely requirement) minutes and seconds. You can click the mouse button, press Return or the spacebar to move to the next bullet point or slide, and each slide's timing will be recorded. At the end of the presentation, PowerPoint will tell you the total time for the whole presentation and ask if you want to record the new slide timings and see them displayed in Slide Sorter view.

Text Body Effects

Text Body Animations are used to control the way that bullet points build up on a slide (with no build effect, they will all appear on the slide as soon as it is displayed in the on-screen presentation). Text Body Animations you choose will be used for all the points on that slide, unless the Random Effect is chosen, when each point will have a different effect applied to it.

To apply Text Body Animation, select a scheme, e.g. Appear and Dim from Animation Schemes with the Slide Design Task Pane.



As with Transition Effects, the drop-down list can be used to select the desired animation.

Exercise 13

Add Text Body Effects to one or more of your slides

Slide Show Presentations

The Slide Show button is used to display your presentation on screen as it will appear to the audience.

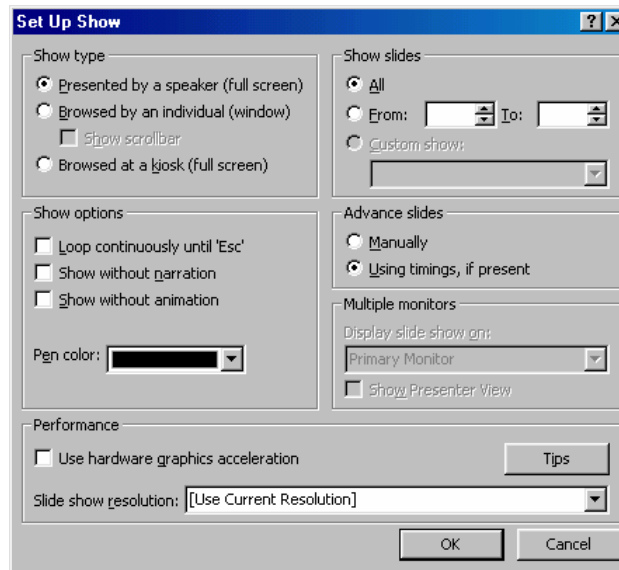
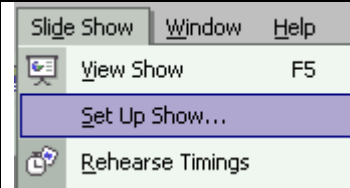
Running a Slide Show

To run a slide show, click the Slide Show button. The screen will change to a full screen colour view of your presentation. To move to the next slide, press Return, the spacebar or click the left mouse button. To stop the presentation, press Esc.

Timings

Timing is used to set the time interval between consecutive slides when in automatic slide show mode. Timing can be set in the Slide Transition Window.

You can produce an entirely automated Slide Show select
Slide Show>Set Up Show...



Controlling the Slide Show

There are various ways of controlling a slide show presentation:

- | | |
|--------------------------------------|---|
| Advance to the next slide | Click with the mouse, press the space bar, right arrow, down arrow or page down or type N |
| Go back to the previous slide | Click with the right mouse button, press backspace, left arrow, up arrow, page up or type P |
| Move to a particular slide | Type the required slide number and press Return |
| End the slide show | Press Esc, Ctrl + Break or - |
| Return to the first slide | Hold down both mouse buttons for two seconds |


The following keys can also be used:

- | | |
|--|---|
| B or - Blacken or unblacken the screen | H Go to next slide, even if it is a hidden slide |
| W or , Whiten or unwhiten the screen | T Rehearse using new time |
| A or = Show or hide the arrow pointer | O Rehearse using original time |
| S or + Stop or restart the automatic show | M Rehearse advancing on mouse click |
| E Erase a drawing on screen | |


When using PowerPoint with a video display tablet, if you move the mouse a button will appear at the bottom right of the screen, allowing you to switch between a pointer which can be used to emphasise an entry on a slide, and a pen which allows you to draw on the slide, e.g. circle important points.

File Management

Creating a Presentation - New File

Selecting the New button  or pressing Ctrl + N will remove any presentation you currently have on the screen and display the New Presentation dialog box from which you can select the required option. Note that the AutoContent Wizard is the easiest way to create a new presentation.

Saving the Presentation

As with any computer system, a file should be saved as often as you would not want to lose it! It is never a good idea to wait till a presentation is finished before saving it. To save for the first time, click on the Save button , or select **S**ave from the **F**ile menu or press Ctrl + S. No matter which method you use, the **S**ave **A**s dialog box will appear. You should enter the name you want to give your presentation, and then click **O**K or press Return. PowerPoint presentations always have the extension .PPT. Once you have given your presentation a name, this name will appear in the Title Bar at the top of the screen. As you continue creating your slides, it is vital that you keep saving every so often. Just press any of the keys mentioned above and the new version of your presentation will be saved on top of the old version. The easiest and fastest way is to press Ctrl + S.


Using Save As to Copy a Presentation

The **S**ave **A**s dialog box can also be used to make another copy of your presentation. If you are about to create a presentation which is very similar to an earlier one, rather than typing it again, you can open the original file, select **S**ave **A**s from the **F**ile menu and give it a new name.

Closing a Presentation

Once you have finished with a presentation, it should be closed by selecting **C**lose from the **F**ile menu or pressing Ctrl + W. If you have made changes, PowerPoint will ask if you want to save the changes. Click on **Y**es or press Return to do so, click on **N**o if for some reason you do not want to save the changes - typically if you have made a mistake since the last save and want to get back to where you were. **C**ancel will return you to the presentation.

Opening a Presentation

Open a presentation means that you want to look at it again, either to make a change, to print it again or to simply read the text. This is done by clicking on the Open button , selecting **O**pen from the **F**ile menu, or pressing Ctrl + O. The Open dialog box will appear, where you can either type in the name of your presentation, or select it from the list given. Once you see the correct name, click on the filename and then click **O**K or double click on the name and the presentation will appear on the screen.

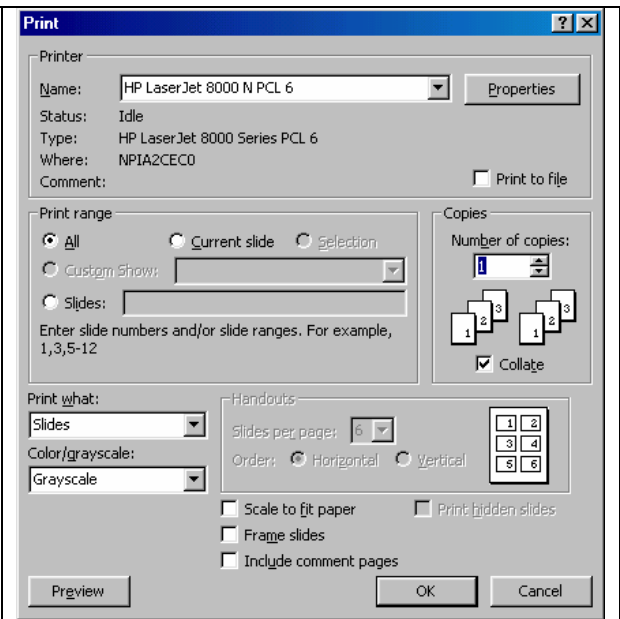
Printing

There are a number of different printed formats for a presentation:

- One slide per page
- Notes Pages (used for Speakers Notes)
- Audience Handouts (incorporating two, three or six slides per page)
- Outline

To print the Presentation, select **File>Print...** , or

click the print button  and this dialog box will appear



Select the type of output required in the **Print What** box, and the number of copies required.

Choose the appropriate button for the range of slides required. If selected slides only are required, enter the range separated by a dash or individual slides separated by commas. For example 1-3,5,9 would print slides 1, 2, 3, 5 and 9.

If the presentation had a colour template and you are printing to a black and white printer, check the box for **Black and White**. Use a Black and White template if the presentation is being used to produce overhead projector slides rather than as an on-screen presentation.

Some guidelines for slide production

The following is a summary of guidelines you may find useful when working with PowerPoint.

- | | |
|-----------------------------|--|
| Readability | 24-point text is the recommended minimum for slides which will be used with a video display tablet, 18-point for overhead projector slides. |
| Comprehension | Keep bullet points to the minimum necessary and the text brief and to the point. |
| Wording | Make the grammar consistent for each bullet point in a slide, and check spelling - a typing error is much more obvious on a slide than in a document. |
| Design | Unless you have got a particularly good sense of colour and an eye for design, it's best to stick to PowerPoint's colour schemes. |
| ClipArt and Drawings | Use these sparingly, and only where appropriate. |
| Timing | It's usual to allow two to four minutes to talk about each slide. If the presentation is to run unattended, make sure you do not leave each slide on screen for minutes on end. 20 seconds is a long time when you count it out! |

Appendix

This appendix contains the PowerPoint-relevant sections of the Media Services document on their slide service. All enquiries on the slide service should be directed to Media Services and not to Computing Services.

QMW Media Services Computer Generated Slide Service

Our slide writer enables you to make 35mm slides from your computer generated images. The output resolution is 4000 lines per inch and a number of formats are acceptable.

Please read the relevant information in this document before creating your slides, as any subsequent manipulation by us may incur a 100% surcharge.

Files can be delivered on floppy disk, Syquest cartridge (44, 88, and 200mb) or via the network using FTP.

(See section *Making an FTP connection* on page 27)

The slides are charged at £1.25 each and we require a minimum of five working days to produce them.

Production at shorter notice will cost 100% extra.

Using PowerPoint

This is the most common slide presentation package on campus and is available from Computing Services for both Mac and PC

- If you are using PowerPoint, simply send us your slides saved as a Presentation under the File / Save as... menu.
- We can work with PowerPoint 7.0 (Windows) but your presentation must be saved as PowerPoint 4.0. At present we prefer to avoid version 7.0 if possible as file sizes seem abnormally large!

IMPORTANT

- **Slide Set-up must be set to 35mm slides (under File / Slide Set-up) before saving your presentation**
- There is nothing to be gained by importing large images or complex vector images into PowerPoint as your presentation is converted to a Scrapbook (PICT) file before imaging to our slide writer.
- Please keep all slides within presentations rather than saving individual slides.
- Be aware that PowerPoint does not support imported rotated text from all applications.

General Tips For Slide Creation

A PDF (portable document file) is available from us describing, in full, how to create slides from specific applications using both Macintosh and PC.

However, listed below are the main common points to remember when creating images for output as 35mm slides.

- The aspect ratio of your image **must** be 3:2 regardless of the application you are using. Image size is not important, it will merely add to the finished file size.
- Slides look much better when presented on a coloured ground rather than using white (which images as clear).
- Choose bold saturated colours, not pastel shades.
- Use bold clean lines wherever possible.
- Keep text to a maximum of 4 lines per slide
- Minimum text size 18 pt.
- We have a large number of fonts on our machine. However, if you have used something special or unusual you may need to supply us with a copy of this font while we process your work. *This applies to all files except full postscript saved with fonts included.*
- Due to the anomalies of working with text and graphics across various platforms, we recommend that you contact us initially to perform some tests before running that “once in a lifetime - super urgent presentation”.

Making an FTP Connection

- Using Telnet, open an FTP session to 138.37.40.26.
- Username anonymous. No password required
- Place your files in the Slides directory.
- Telephone us on ext. (13) 3352 or email us at Media-Services@qmul.ac.uk to confirm receipt of your work.
- If you are transferring files from a Macintosh using “Fetch” please send files as Macbinary II
- From other platforms, please transfer files as binary.

